

17 January 1957

MEMORANDUM FOR: The CIA Career Council

SUBJECT: Self-Evaluation of Language Proficiency

1. Attached is a proposed method for self-evaluation of language proficiency which the Committee on Language Development has recommended for use in the Language Development Program.
2. The self-evaluation method when approved will become an integral part of the Language Data Record (Agency Form 1005). Form 1005 is being designed as the single instrument whereby Agency personnel may be processed into the Language Development Program. This form will accomplish three things; it will:
 - a. Permit the individual to declare his intent to enter the Language Development Program as a candidate for an award.
 - b. Provide for self-evaluation of language proficiency as objectively and as accurately as possible, in a format which lends itself readily to machine coding.
 - c. Provide certification by the individual, as of its date, that the statements regarding his language proficiency, if any, are true and accurate to the best of his knowledge and belief.
3. Form 1005 will be sent by name to all those who have claimed language competence in the past. It will be available through supply rooms to all others who wish to enter the Program. It will not be required that all Agency personnel complete this form whether or not they wish to enter the Program.
4. At an appropriate time the proposed self-evaluation method should replace that portion of the Personal History Statement, Form 444, and the Supplement, Form 444b, which deals with "claimed language competence". At present it is necessary to phase in the proposed self-evaluation method without disrupting action on the use of Form 444b. While this means that there will be two systems of gathering language data, I am advised that they can be merged within a year, but that it is impossible to replace one with another without a period of phase in.

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5. In developing the data for the self-evaluation portion of Form 1005, the Committee has as its goal the ultimate objective of standardizing language data in terms of uniform criteria to facilitate machine processing. In other words, self-evaluation data will be correlated with proficiency test results and qualifications registers.

6. Headquarters [redacted] will incorporate Agency Form 1005 and will be the vehicle for announcing and describing its use. [redacted] the form can be made final for presentation to the Council, however, without some consideration by and guidance from the Council on the subject of the dollar value of awards. I will raise the latter point at the meeting on 24 January 1957.

7. I recommend that the Council approve the attachment for inclusion on Form 1005.

[redacted]
MATTHEW BAIRD
Director of Training

Attachment:
Self-Evaluation of Language Proficiency